

September 15, 2004

WEST VIRGINIA BULLETIN NO. WV360-4-17

SUBJECT: Request for FY 05 Outside Employment and Telecommuting Agreements

Purpose. To inform all employees of annual requirements for Outside Employment and Telecommuting Agreements.

Expiration Date. September 30, 2005

ACTION REQUIRED BY: NOVEMBER 15, 2004

We are approaching the beginning of FY05 and with it comes the time to renew and request your outside employment activities. It is required to have approval to engage in outside employment. An employee shall not engage in outside employment or any other outside activity that conflicts with his/her official duties. Even if you have an existing approval on file, this needs to be requested on a yearly basis. Information regarding conflicting outside employment and activities can be found in the October 2002 "Standards of Ethical Conduct."

Also, Telecommuting Agreements need to be reviewed and renewed on a yearly basis. Supervisors are reminded to carefully review an employee's request to ensure that the request is in the best interest of the agency and the employee. Telecommuting information and the agreement may be found in the [General Manual, Title 360, Part 429](#).

All requests should be forwarded to the State Conservationist through appropriate channels. Questions can be forwarded to Charlotte Wertz, State Administrative Officer at (304) 284-7551.

/s/

Lillian V. Woods
State Conservationist

Dist: E